

Remote Contributors – SIG 08-12-21

Questions from the users

1. Is the graphic of this email to donors personalizable to the individual institution's branding?

Not in the initial Starter version, but we will keep this in mind for future versions of the product.

2. Are there transfer size limits?

The transfer limits are browser limits per file, i.e. any individual files have to be smaller than the browser limit. Usually these are between 1GB to 4GB per file, depending on the browser you are using.

3. Is the donor's name and email automatically included in the metadata?

No, donor info is not recorded in metadata itself, only title and description are.

4. Will this replace upload wizard?

Many of our Cloud & Enterprise users use Upload Wizard as a means of getting contributions from remote users, this should be an equivalent functionality – especially when the link to the drag and drop space is persistent (a permanent URL). In that case we would be very interested in your feedback on whether this could be a direct replacement, indeed perhaps an even better solution. If it is not at least an equivalent, then we should not be removing the upload wizard.

5. Are contributors notified if the submission fails?

Yes. There is an in-app message displayed to the contributor if the submission fails.

6. Is the link unique for each invite? Is it blocked from being able to share the link?

Yes, the link is unique for each invite and contributors are blocked from being able to share the link.

7. What program is used for the virus check? How often is it updated?

Clam AV is used for the virus checks, which is updated frequently.

8. Is there a timeline for when this will be available for Cloud Edition Pro users?

Cloud Edition Pro users will be able to use the feature by logging in to the forthcoming Professional Edition, which we are currently developing. We don't have exact timelines for this dual running of interfaces feature being available to Cloud Edition Pro users but expect to enable access to the feature by mid next year.

9. Does the archivist have to accept the entire submission or pick certain assets to save?

The archivist will have the ability to accept and save the assets they want within the submission.

10. Will donor's receive a confirmation email of acceptance by the Archives?

No, we thought that it would be better for the archivist to send a personal email upon acceptance or rejection of the package.

11. Do the submissions count against the storage limit prior to acceptance?

Yes, it will count.

12. Is there server-side security in place throughout the process to protect sensitive information, PII, etc.?

The same server-side security is in place as for all our Preservica products.

13. Is this just for adding assets, or can remote contributors add metadata to existing assets?

No, contributors can't add metadata to existing assets.

Only

14. Are the emails personalized? (will the actual email say "Dear Sally," not "Dear donor" nor "Dear contributor," etc.?)

Not in the first release, but we are monitoring feedback such as this, and will add it to the backlog to be prioritised against other requirements for the forthcoming releases.

15. Does the email invitation to donor come from the email address of the Archives in question?

The email is sent from Preservica.

16. Can the archivist only select a top-level folder, or can they browse down to a lower level existing folder? Can they make a new folder within an existing collection for this donation?

The archivist can only select a top-level folder.

17. Does the archivist have to accept the entire submission or can the archivist pick certain assets to save?

The archivist will be able to pick certain assets to save.

18. I need clarification on the donor name and metadata. Are you saying that the donor's name and email will be attached as metadata to every file submitted? We would want to keep donor info private in some cases.

The donor's name and email won't be attached to the metadata – the metadata only contains title and description.

19. Two thoughts on notification, 1. Can the receiving email address be different from the individual archivist who sent the invite. 2. Instead of email notification (or in addition) can there be an alert within the system that will alert any archivist who is working in the system?

Yes, there is a notification message in Explorer when there are submissions to review

20. Can archivist do any processing before the content lands in the repository? i.e. like in PUT.

Not in the first Starter version; however, we are putting this on the backlog for consideration in further releases.

21. Can we attach a donor agreement to the link that they sign and is sent back to the archives?

You can include an URL link to your donation policy and guidelines webpage on the submission form

22. Do you have to enter in name and archive every time? Why not have some of that default to the user creating the invite?

No, you only enter the name and archive once. This information will be saved and be used for every invitation. If you want to make changes you can also edit this information.

23. Is this just for adding assets, or can remote contributors add metadata to existing assets?

At folder level the title and description entered by the donor will become part of the folder metadata. At asset level, the name of the asset will become the title metadata of the asset, and the description entered by the donor will become the description metadata of the asset.

24. What is the size limit for drag and drop / submission through this? Does it tell people early?

The size limit is entirely dependent upon which browser is used and whether any restrictions have been put in place by the Donor's computer manager